



WILLIAMSBURG AREA ARTS COMMISSION

401 Lafayette Street, Williamsburg, Virginia 23185-3617
(757) 220-6181 / Fax (757) 259-8057

Grant Guidelines

- Organizations may not use grant funds for purposes other than those expressly requested in their application. Any changes to the project, performance, and/or services as listed in the original application must be disclosed to your Commission liaison for approval and may be subject to reduction in future funding.
- The funds are for **2008 (July 1, 2007 through June 30, 2008)** fiscal year only, and must be expended for projects in that period.
- Organizations receiving financial support must give appropriate credit to the Williamsburg Area Arts Commission. "Appropriate credit" means inclusion of a statement in all publicity, programs, posters, or the like.
- Organizations are required to maintain regular contact with assigned liaison commissioners to ensure that he/she has been informed of all showings and performances and is invited to all public events. Liaison commissioners are assigned to each funded organization and serve as your advocate to the full commission. Failure to maintain contact will affect future funding. A list of WAAC members, including organization liaisons, is attached.
- Please add members of Williamsburg City Council and James City County Board of Supervisors to your organization's mailing list.
- Organizations must submit a calendar event form for each project, performance, and/or service through **July 2008** for which they receive WAAC funding. Funded organizations are welcome to submit additional event forms for non-funded events.
- All organizations are required to submit a year-end report form on or before **June 30, 2008**. Failure to do so will result in a financial penalty the following year should your organization apply for future funding.
- Please include a copy of all programs with your year-end report.
- All funded organizations should apply for the release of grant money after **July 1, 2008**. Please send a written request to: **Julie Phares, Finance Office, City of Williamsburg, 401 Lafayette Street, Williamsburg, VA 23185**. The letter must specifically request the release of appropriated funds as well as indicate an understanding of the grant guidelines.



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Checklist for Funding

- Year-End Report Form (**due 6/30/08**)
- WAAC Calendar Event Form (Must be submitted before funds can be released)
- Letter requesting release of funds (**after 7/01/08**)

Please note that a financial penalty will be imposed on organizations who fail to submit the above-listed documents.